**JP CHECKOUT LIST**

* Complete the online application for advanced degree during first week of term in which thesis submission is intended.
* Obtain copyright approval from journal if including published paper in thesis.
* Submit defendable draft 2-3 weeks in advance of the defense. Email Keqi Ren, Tricia Nesti, and your MIT Department Headquarters (except MIT Biology).
* Submit Signed Notice of Doctoral Dissertation Defense (or Master’s Thesis Presentation Notice Form) to Tricia Nesti if presenting at MIT, and Keqi Ren if presenting at WHOI. Contact Keqi Ren if you need help reserving a room at WHOI.
* Submit final thesis to WHOI and MIT (Ann Tarrant, Keqi Ren, Tricia Nesti, and your MIT Dept Admin).
* Complete thesis reproduction form and send to Keqi Ren with final thesis.
* Complete JP checkout form and send it to Keqi Ren
* Return office/lab keys, WHOI credit card, MBLWHOI library books, JP iPad, and any theses borrowed from the Student Center.
* Print your last pay stub for tax purposes using WHOI’s Employee Online system (if applicable).
* Submit 7W Thesis Defense Form when turning in thesis to MIT Biology Department – Course 7 students only.
* Contact Jenny Hops (Jennifer.hops@whoi.edu) to schedule an exit interview with the WHOI Dean after you have submitted your final thesis and checked out of the Joint Program.

July 16, 2025